EFFECTIVE DATE

This policy shall become effective at 12:00 AM on May 1st, 2024.

SUPERSESSION

This is the first Policy on Organizational Structure.

SCOPE LIMITATION

Detailed lists of responsibilities for all officer positions are assigned by other chapter policies, but the underlying objective for each Director position are defined herein.

OFFICER POSITIONS

- There shall be standard elected positions in accordance with the Constitution of the Tau Beta Pi Association and the Bylaws of the Kansas Gamma Chapter.
- There shall be three additional elected positions, namely:
  - Director of Membership & Regalia
  - Director of Programs & Events
  - Director of Public Relations
- There shall be appointed officer positions. These shall be created as needs arise.

DIRECTOR RESPONSIBILITIES / COMMITTEE OBJECTIVES

- Director of Membership & Regalia (Membership & Regalia Committee Chair)
  - It shall be the responsibility of the Director of Membership & Regalia to ensure that the Kansas Gamma Chapter remains in direct contact with its current membership, local alumni, and the Tau Beta Pi faculty members at Kansas State university.
  - It shall be the responsibility of the Director of Membership & Regalia to ensure that the Kansas Gamma Chapter has an effective and successful candidacy and initiation process every semester.
  - It shall be the responsibility of the Director of Membership & Regalia to constantly analyze the effectiveness of the candidacy process and engineer ways in which the chapter can improve its recruitment efforts.
  - It shall be the responsibility of the Director of Membership & Regalia to maintain a working relationship with their committee advisor.
  - It shall be the responsibility of the Director of Membership & Regalia to provide a report of their committee's activity at every Executive Board meeting.
  - It shall be the responsibility of the Director of Membership & Regalia to submit relevant project reports to Headquarters via the online reporting system.

- Director of Programs & Events (Programs & Events Committee Chair)
  - It shall be the responsibility of the Director of Programs & Events to ensure the success of all regular service projects so that they are completed on time and without the occurrence of major incidents.
  - It shall be the responsibility of the Director of Programs & Events to ensure the success of annual outreach events so that they are completed on schedule and without the occurrence of major incidents.
  - It shall be the responsibility of the Director of Programs & Events to constantly analyze the popular opinions of chapter events, and to engineer new and meaningful events to serve chapter members and the college in alignment with the chapter's mission.
  - It shall be the responsibility of the Director of Programs & Events to maintain a working relationship with their committee advisor.
  - It shall be the responsibility of the Director of Programs & Events to provide a report of their committee's activity at every Executive Board meeting.
  - It shall be the responsibility of the Director of Programs & Events to submit relevant project reports to Headquarters via the online reporting system.

- Director of Public Relations (Public Relations Committee Chair)
  - It shall be the responsibility of the Director of Public Relations to ensure that every event completed by the Kansas Gamma Chapter is publicized to the highest reasonable extent across all channels of communication.
  - It shall be the responsibility of the Director of Public Relations to ensure that the Kansas Gamma Chapter has a positive image and is widely known throughout the College of Engineering at Kansas State University.
  - It shall be the responsibility of the Director of Public Relations to maintain a working relationship with their committee advisor.
  - It shall be the responsibility of the Director of Public Relations to provide a report of their committee's activity at every Executive Board meeting.
  - It shall be the responsibility of the Director of Public Relations to submit relevant project reports to Headquarters via the online reporting system.

DIRECTORS' AUTHORITY TO APPOINT COMMITTEE OFFICERS

Every director shall have the authority to define and fill appointed officer positions within their own respectively named committees. Appointed officers may serve for as long as they please, or until they are removed from office by their respective director or by action of the Executive Board or the Advisory Board.

DIRECTORS' PERSONAL ACCOUNTABILITY

Director positions are leadership positions, and those individuals must effectively lead their committees to accomplish goals and objectives. Regardless of their delegation of responsibilities

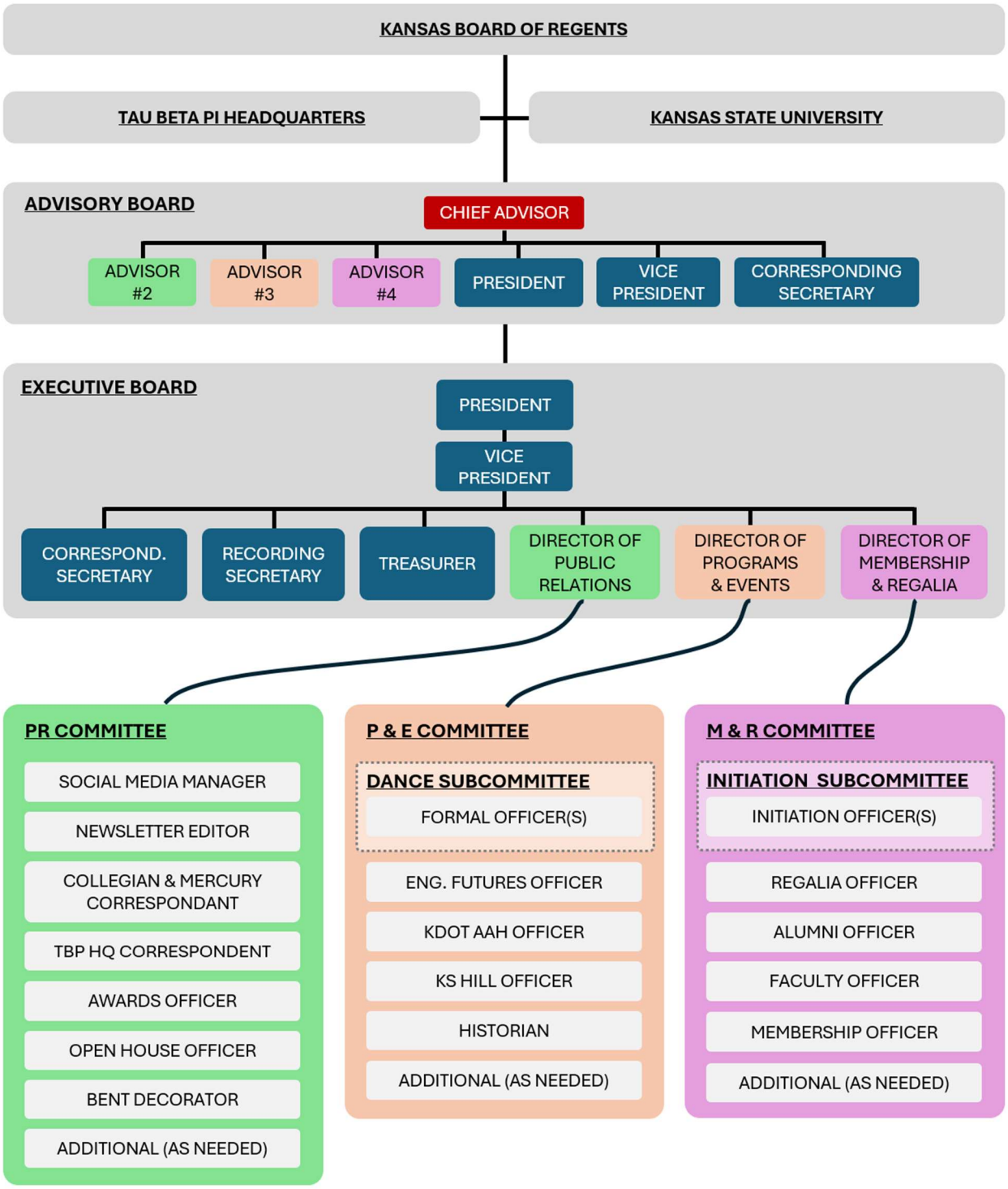
within each of their committees, each director is personally responsible for upholding their objectives defined herein as well as their detailed responsibilities defined by other chapter policies.

TERMS AND ELECTIONS

Directors, like other elected officers, shall be elected in accordance with, and shall serve terms defined by the policies and Bylaws of the Kansas Gamma Chapter.

ORGANIZATIONAL STRUCTURE OF THE KANSAS GAMMA CHAPTER

The following diagram shall serve as the official visual representation of the organizational structure of the Kansas Gamma Chapter.



NOTE: Committee positions are appointed officer positions. Suggested positions are shown.

COMMENTARY ON PURPOSE AND HISTORY

PURPOSE: This policy exists to clearly define the officer roles and structure of the Kansas Gamma Chapter. The Tau Beta Pi Constitution requires each chapter to have certain elected offices. Defined herein are additional elected and appointed offices specific to the Kansas Gamma Chapter.

BACKGROUND ON OFFICER POSITIONS: In early 2024, it was observed that some officers prefer to be involved in a broad scope of chapter operations, whereas others wish to specialize in a singular area of focus. The latter group exhibited low attendance at executive meetings but accomplished their own tasks effectively. Thus, the 2023-2024 Executive Board enacted this policy which defines a second tier of officers who are appointed to specialized positions.

BACKGROUND ON COMMITTEES: At the same time, it was observed that the existing committee structures were not effective. The existing committees relied completely on officers volunteering for chair and cochair positions. There was no inherent accountability since committee responsibilities were distinctly separate from officers' personal responsibilities. This policy eliminated the old structure by creating three new 'Director' positions who chair their respectively named committees by default.